

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

**TITLE:** Soccer Complex Operations Attendant  
**DEPARTMENT:** Recreation Services  
**DIVISION:** Soccer Complex Operations  
**REPORTS TO:** Supervisor, Soccer Complex Operations  
**FULL-TIME:** \_\_\_\_\_ **PART-TIME:**  **TEMPORARY:** \_\_\_\_\_

**BAND/LEVEL:** NE/00  
**JOB NO:** 9121  
**DATE:** 7/30/2014  
**FLSA STATUS:** NE  
**COST CENTER:** 550

**REPLACES:** Soccer Complex Operations Attendant

**DATE:** 8/30/2010

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**JOB SUMMARY STATEMENT:**

Assists in the daily operation and maintenance of the Overland Park Soccer Complex. Assists in maintaining soccer supplies, park fixtures and amenities. Provides assistance to tournament, league and general public. Performs minor ground landscaping. Supports Supervisor, Soccer Complex Operations and Assistant Supervisor, Soccer Complex Operations to cover 7 day operation from 8:00 a.m. to 11:00 p.m. throughout the soccer seasons and summer.

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**DUTIES AND RESPONSIBILITIES:**

1. Assists in the day-to-day maintenance of soccer complex facilities.
2. Assists in maintaining soccer supplies and equipment.
3. Interacts with and provides assistance to tournament and league organizers.
4. Picks up and disposes of trash and recycling throughout the soccer complex.
5. Assists in assembling and maintaining park fixtures and amenities.
6. Performs minor ground landscaping, raking, weeding, and planting shrubs and flowers.
7. Provides general information to the public by answering questions, providing direction and explaining rules and policies.
8. The employee must work the days and hours necessary (includes weekends and holidays) to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
9. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

**Title:** Soccer Complex Operations Attendant  
**Cost Center:** 550  
**Date:** 7/30/2014  
**Page** 2

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## GENERAL QUALIFICATIONS

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Minimum 16 years of age.

### **EXPERIENCE:**

No previous experience required.

### **SKILLS:**

1. Manual dexterity
2. Attention to detail
3. Basic math skills
4. Time management
5. Good communication skills
6. Written and oral communication skills
7. Good listening skills

### **MENTAL REQUIREMENTS:**

1. Ability to meet deadlines
2. Ability to prioritize multiple tasks
3. Ability to read and comprehend City policies and procedures
4. Ability to work in a hectic environment with many interruptions
5. Ability to analyze safety situations
6. Ability to carry out assignments through oral and written instructions
7. Alpha and numeric recognition

### **PHYSICAL REQUIREMENTS:**

1. Ability to make and receive phone calls
2. Exposure to extreme weather conditions
3. Ability to lift 50 lbs. and transport 10 feet

### **SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**

**Title:** Soccer Complex Operations Attendant  
**Cost Center:** 550  
**Date:** 7/30/2014  
**Page** 3

### ESSENTIAL FUNCTIONS

| ACTIVITY  | DURATION   | DESCRIPTION   |
|-----------|------------|---|
| Standing  | Occasional | even / uneven surface                                   |
| Walking   | Occasional | even / uneven surface                                   |
| Sitting   | Occasional | golf cart   |
| Driving   | Occasional | golf cart   |
| Bending   | Occasional | misc. tasks require bending postures (shovel/rake/etc.) |
| Stooping  | Occasional | misc. tasks require stooping postures                   |
| Twisting  | Occasional | misc. tasks require twisting postures                   |
| Kneeling  | Occasional | misc. tasks require kneeling postures (irrigation)      |
| Squatting | Occasional | misc. tasks require squatting postures                  |
| Crawling  | Occasional | misc. tasks require crawling postures                   |
| Stairs    | Occasional | misc. environments require use of stairs                |
| Ladders   | Occasional | misc. environments require use of ladders               |

Lift and carry 50 lbs. x 10'.

| REACHING              | DURATION   | DESCRIPTION                  |
|-----------------------|------------|------------------------------|
| Above Shoulder Height | occasional | type of job / tool dependent |
| At Shoulder Height    | occasional | type of job / tool dependent |
| Below Shoulder Height | occasional | type of job / tool dependent |
| Below Waist           | occasional | type of job / tool dependent |
| Below Knee            | occasional | type of job / tool dependent |

| FINE MOTOR                | DURATION   | DESCRIPTION                  |
|---------------------------|------------|------------------------------|
| Gripping                  | frequent   | type of job / tool dependent |
| Pinching                  | occasional | type of job / tool dependent |
| Wrist Flexion & Extension | frequent   | type of job / tool dependent |
| Wrist Lateral Deviations  | frequent   | type of job / tool dependent |
| Pronation & Supination    | frequent   | type of job / tool dependent |